

FAIRBANKS REGIONAL OFFICE BUILDING SAFETY & SECURITY MANUAL

Revised 2001

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SECTION I

THE CONTRACT

RETURN THIS BID DOCUMENT TO:

**State of Alaska
Dept of Transportation & Public Facilities
Procurement Office
3132 Channel Drive, Room 300
Juneau, Alaska 99801-7898**

Invitation to Bid (ITB) #25104

Security Services for Fairbanks Regional Office Building

Issue Date: **October 6, 2000**
Bid Opening Date & Time: **October 31, 2000; 3:00 PM Alaska Time**
Bid Opening Location: **3132 Channel Drive, Juneau Alaska, Room 300**

BIDS RECEIVED AFTER THE DATE AND TIME STATED ABOVE ARE LATE AND WILL NOT BE CONSIDERED.

IMPORTANT NOTICE: If you received this solicitation from the State's "Online Public Notice" web site, you must register with the Procurement Officer listed on this document to receive subsequent amendments. Failure to contact the Procurement Officer may result in the rejection of your offer.

BIDDER'S NOTICE: By signature on this form, the bidder certifies that:

- (1) the bidder has a valid Alaska business license and has written the license number below or has submitted one of the following forms of evidence of an Alaska business license with the bid:
 - a canceled check for the business license fee;
 - a copy of the business license application with a receipt date stamp from the State's business license office;
 - a receipt from the State's business license office for the license fee;
 - a copy of the bidder's valid business license;
 - a sworn notarized affidavit that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion and that the bidder is complying with:
 - the laws of the State of Alaska;
 - the applicable portion of the Federal Civil Rights Act of 1964;
 - the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Government; and
 - all terms and conditions set out in this Invitation to Bid (ITB).

If any bidder fails to comply with (1) or (2) of this paragraph, the State may reject the bid, terminate the contract, or consider the contractor in default.

Charlie Deininger
Procurement Officer

Tel. Number: 907-465-8949

FAX Number: 907-465-4010

TDD Number: 907-465-3652

All questions concerning this ITB, or any of the terms, conditions, or specifications in this ITB must be addressed to the Contracting Officer named above.

Pinckney Security Service
Company Submitting Bid

[Signature]
Authorized Signature

LORRY D. MACE
Printed Name

10/27/00
Date Signed

907-452-2215
Tel. Number

907-452-8825
FAX Number

Does your company qualify for the Alaska Bidders' Preference?

(See Standard Terms and Conditions for criteria to qualify)

Yes X No

13 273019
Alaska Bus. License Number

13-5318100
Vendor Tax ID Number

Other State Bus. License Number

AMENDMENT TO INVITATION TO BID



Department of Transportation
& Public Facilities
Contracts, Procurement &
Appeals
3132 Channel Drive, Rm 300
Juneau, Alaska 99801-7898

AMENDMENT NO. 1

DATE: October 17, 2000

ITB NO: 25104

ITB OPENING DATE: October 31, 2000

ITB SUBJECT: Security Services for Fairbanks Regional Office Building (FROB)

PROCUREMENT OFFICER: Charlie Deininger

SIGNATURE: Charlie Deininger

This is notice of an amendment to the subject Invitation to Bid.

ITB 25104 IS AMENDED AS FOLLOWS

1. This amendment is notification of changes to Section V Specifications, page one (1),
Replace the third paragraph, "Contractor's Wage rates", with the following:

Contractor's Minimum Wage Rates and Experience

To reduce personnel turnover and help insure a high quality work force, the Contractor must pay each guard performing services under this contract not less than ten dollars and fifty cents (\$10.50) per hour. This hourly wage is to be in addition to any non-wage company benefits or additional compensation or benefits required by federal or State law. The Contractor must also pay each guard any additional compensation to which the guard may become legally entitled for overtime work.

Each guard performing services under this contract must have a minimum of two years full time experience as a licensed private guard, certified corrections officer, certified police officer or military police officer. Each year of full time experience must consist of not less than 12 months employment serving primarily in one or more of the foregoing capacities for a minimum of twenty-five (25) hours per week.

AMENDMENT TO INVITATION TO BID

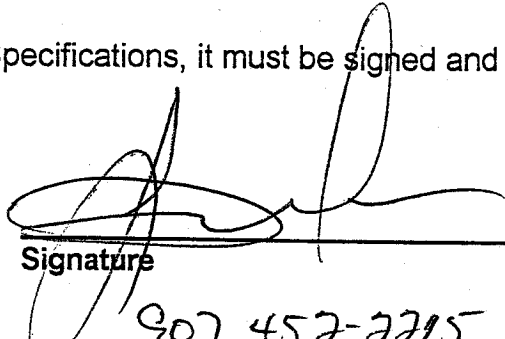
2. Because this amendment replaces the original Specifications, it must be signed and returned in order for your bid to be responsive.

Pinkerton's Inc
Company

3515 B Industrial Ave
POB or Street Address

Fairbanks, AK 99701
City, State, Zip Code

Long Mace / TERESA O'DONOVAN
Contact Person


Signature

907 452-2215
Phone Number

907-452-8825
Fax Number

907-452-2215
Contact Phone Number

INVITATION TO BID

INVITATION NUMBER 26

RETURN THIS BID TO THE ISSUING OFFICE AT:

Department of Transportation & Public Facilities

Statewide Procurement

3132 Channel Drive, Room 350

Juneau AK 99801-7898

THIS IS NOT AN ORDERDATE ITB ISSUED: Dec. 3, 1996

TITLE: Contract to establish security at the Fairbanks Regional Office Building, Fairbanks, Alaska.

FOB POINT: Final Destination

DELIVERY DATE: Immediate A.R.O.

OPENING DATE: SEALED BIDS MUST BE SUBMITTED TO THE ADDRESS ABOVE, AND MUST BE DATE STAMPED BY THE PURCHASING SECTION PRIOR TO 3:00 PM (ALASKA STANDARD TIME) ON **DEC. 30, 1996** AT WHICH TIME THEY WILL BE PUBLICLY OPENED.

BIDDER'S NOTICE: By signature on this form, the bidder certifies that:

(1) the bidder has a valid Alaska business license and has written the license number below AND has submitted one of the following forms of evidence of an Alaska business license with the bid:

a copy of the bidder's valid business license;

a copy of the business license application with a receipt date stamp from the State's business license office;

a receipt from the State's business license office for the license fee;

a canceled check for the business license fee;

a sworn notarized affidavit that the bidder has applied and paid for a business license;

(2) the price(s) submitted was arrived at independently and without collusion and that the bidder is complying with: the laws of the State of Alaska;

the applicable portion of the Federal Civil Rights Act of 1964;

the Equal Employment Opportunity Act and the regulations issued thereunder by the State and Federal Government; and

all terms and conditions set out in this Invitation to Bid (ITB).

If any bidder fails to comply with (1) or (2) of this paragraph, the State may reject the bid, terminate the contract, or consider the contractor in default.

=====

Russ Hansen
Procurement Officer

Tel. Number: 907-465-8948

FAX Number: 907-465-3124

TDD Number: 907-465-3652

All questions concerning this ITB, or any of the terms, conditions, or specifications in this ITB must be addressed to the Procurement Officer named above.

Company Submitting Bid

Authorized Signature

Printed Name

Date Signed

Tel. Number

FAX Number

Does your company qualify for the Alaska Bidders' Preference?

(See Standard Terms and Conditions for criteria to qualify)

Yes ____ No ____

Alaska Bus. Lisenese Number

Vendor Tax ID Number

Other State Bus. License Number

INSTRUCTIONS TO BIDDERS:

1. **INVITATION TO BID (ITB) REVIEW:** Bidders shall carefully review this ITB for defects and questionable or objectionable material. Bidders' comments concerning defects and questionable or objectionable material in the ITB must be made in writing and received by the purchasing authority at least ten (10) days before the bid opening date. This will allow time for an amendment to be issued, if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices. Bidders' original comments should be sent to the purchasing authority listed on the front of this ITB. A copy of the bidders' comments should be forwarded to Commissioner, Department of Transportation & Public Facilities, 3132 Channel Drive, Juneau AK 99801-7898.
2. **BID FORMS:** Bidders shall use this and attached forms in submitting bids. A photocopied bid may be submitted.
3. **SUBMITTING BIDS:** Envelopes containing bids must be sealed, marked, and addressed as shown in the example below. Do not put the bid number and opening date on the envelope of a request for bid information. Envelopes with bid numbers annotated on the outside will not be opened until the scheduled date and time.

Bidder's Return Address

Department of Transportation & Public Facilities
Division of Administrative Services
Statewide Procurement
3132 Channel Drive, Room 330
Juneau AK 99801-7898

Bid No.: _____

Opening Date: _____

-
4. **PRICES:** The bidder shall state prices in the units of issue on this ITB. Prices quoted must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title, the commodity can be utilized without further cost. Prices quoted in bids must be exclusive of federal, state and local taxes. If the bidder believes that certain taxes are payable by the state, the bidder may list such taxes separately, directly below the bid price for the affected item. The state is exempt from Federal Excise Tax except the following:
 - * Coal - Internal Revenue Code of 1986 (IRC), Section 4121 - on the purchase of coal;
 - * "Gas Guzzler" - IRC, Section 4064 - on the purchase of low m.p.g. automobiles, except that police and other emergency type vehicles are not subject to the tax;
 - * Air Cargo - IRC, Section 4271 - on the purchase of property transportation services by air;
 - * Air Passenger - IRC, Section 4261 - on the purchase of passenger transportation services by air carriers.
 5. **VENDOR TAX ID NUMBER:** If goods or services procured through this ITB are of a type that is required to be included on a Miscellaneous Tax Statement, as described in the Internal Revenue Code, a valid tax identification number must be provided to the State of Alaska before payment will be made.
 6. **FILING A PROTEST:** A bidder may protest the award of a contract or the proposed award of a contract for supplies, services, or professional services. The protest must be filed in writing and include the following information: (1) the name, address, and telephone number of the protester; (2) the signature of the protester or the protester's representative; (3) identification of the contracting agency and the solicitation or contract at issue; (4) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) the form of relief requested. Protests will be treated in accordance with Alaska Statutes (AS) 36.30.560 - 36.30.610.

CONDITIONS:

1. **AUTHORITY:** This ITB is written in accordance with AS 36.30 and 2 AAC 12.
2. **COMPLIANCE:** In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.
3. **SUITABLE MATERIAL, ETC.:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.
4. **SPECIFICATIONS:** Unless otherwise specified in the ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.
5. **FIRM OFFER:** For the purpose of award, offers made in accordance with this ITB must be good and firm for a period of ninety (90) days from the date of bid opening.
6. **EXTENSION OF PRICES:** In the case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.
7. **BID PREPARATION COSTS:** The state is not liable for any costs incurred by the bidder in bid preparation.
8. **CONSOLIDATION OF AWARDS:** Due to high administrative costs associated with processing of purchase orders, a single low bid of \$50 or less may, at the discretion of the state, be awarded to the next low bidder receiving other awards for consolidation purposes. This paragraph is not subject to the protest terms enumerated in "INSTRUCTION" above.
9. **CONTRACT FUNDING:** Bidders are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.
10. **CONFLICT OF INTEREST:** An officer or employee of the State of Alaska may not seek to acquire, be a party to, or possess a financial interest in, this contract if (1) the officer or employee is an employee of the administrative unit that supervises the award of this contract; or (2) the officer or employee has the power to take or withhold official action so as to affect the award or execution of the contract.
11. **ASSIGNMENT(S):** Assignment of rights, duties or payments under a contract resulting from this ITB is not permitted unless authorized in writing by the State of Alaska, Department of Administration, Division of General Services. Bids that are conditioned upon the State's approval of an assignment will be rejected as nonresponsive.
12. **SUBCONTRACTOR(S):** Within five (5) working days of notice, the apparent low bidder must submit a list of the subcontractors that will be used in the performance of the contract. The list must include the name of each subcontractor and the location of the place of business for each subcontractor and evidence of each subcontractor's valid Alaska business license. Subcontractors can only be changed per AS 36.30.115 (b).
13. **FORCE MAJEURE: (Impossibility to perform)** The contractor is not liable for the consequences of any failure to perform, or default in performing, any of its obligations under this agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of and without the fault or negligence of the contractor. For the purposes of this agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any

governmental authorities.

14. **LATE BIDS:** Late bids are bids received after the time and date set for receipt of the bids. Late bids will not be accepted.
15. **CONTRACT EXTENSION:** Unless otherwise provided in the ITB, the state and the successful bidder/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.
16. **DEFAULT:** In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
17. **DISPUTES:** Any dispute arising out of this agreement shall be resolved under the laws of Alaska. Any appeal of an administrative order and any original action to enforce any provision of this agreement or to obtain any relief from or remedy in connection with this agreement may be brought only in the Superior Court for the Third Judicial District of Alaska.
18. **CONSUMER ELECTRICAL PRODUCT:** AS 45.45.910 requires that "a person may not sell, offer to sell, or otherwise transfer in the course of the person's business a consumer electrical product that is manufactured after August 14, 1990, unless the product is clearly marked as being listed by an approved third party certification program." Electrical consumer products manufactured before August 14, 1990 must either be clearly marked as being third party certified or be marked with a warning label that complies with AS 45.45.910(e). Even exempted electrical products must be marked with the warning label. By signature on this bid the bidder certifies that the product offered is in compliance with the law. A list of approved third party certifiers, warning labels and additional information is available from: Department of Labor, Labor Standards & Safety Division, Mechanical Inspection Section, P.O. Box 107020, Anchorage, Alaska 99510-7020, (907) 264-2447.

SPECIAL CONDITIONS:

1. **ORDER DOCUMENTS:** Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The state is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the state under this ITB. The State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.
2. **BILLING INSTRUCTIONS:** Invoices must be billed to the ordering agency's address shown on the individual Purchase Order, Contract Award or Delivery Order, not to the Division of General Services. The ordering agency will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to the ordering agency.
3. **CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this ITB, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

ALASKA VENDOR AND PRODUCT PREFERENCES:

1. **ALASKA BIDDERS PREFERENCE:** Award will be made to the lowest responsive and responsible bidder after an Alaskan bidder's preference of five percent (5%) has been applied. The preference will be given to a person who: (1) holds a current Alaska business license; (2) submits a bid for goods and services under the name on the Alaska business license; (3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid; (4) is incorporated or qualified to do business under the laws of the state, is a sole proprietor, and the proprietor is a resident of the state or is a partnership, and all partners are residents of the state; (5) if a joint venture, is composed entirely of venturers

that qualify under (1) - (4) of this subsection. AS 36.30.170(b)

2. **USE OF LOCAL FOREST PRODUCTS:** In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010.
3. **LOCAL AGRICULTURAL AND FISHERIES PRODUCTS PREFERENCE:** When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, only those products harvested in Alaska, or in the case of fisheries products harvested or processed within the jurisdiction of Alaska, will be purchased, provided they are available, of comparable quality, and priced no more than 7% higher than products harvested outside the state, or in the case of fisheries products harvested or processed outside the jurisdiction of the state, in accordance with AS 36.15.050.
4. **ALASKA PRODUCT PREFERENCE:** A bidder that designates the use of an Alaska Product which meets the requirements of the ITB specifications and is designated as a Class I, Class II, or Class III Alaska Product by the Department of Commerce & Economic Development shall receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.
5. **EMPLOYMENT PROGRAM PREFERENCE:** If a bidder qualifies for the Alaskan bidder preference, under AS 36.30.170(b), and is offering goods or service through an employment program, as defined under AS 36.30.990(10), and is the lowest responsive and responsible bidder with a bid that is no more than 15 percent higher than the lowest bid, the procurement officer will make award to that bidder, in accordance with AS 36.30.170(c) and 2 AAC 12.050.
6. **ALASKANS WITH DISABILITIES PREFERENCE:** If a bidder qualifies for the Alaskan bidder's preference, under AS 36.30.170(b), and is a sole proprietorship owned by a person with a disability, as defined in AS 36.30.170(j), and is the lowest responsive and responsible bidder with a bid that is no more than 10 percent higher than the lowest bid, the procurement officer will make the award to that bidder, in accordance with AS 36.30.170(e).
7. **EMPLOYERS OF PEOPLE WITH DISABILITIES PREFERENCE:** If a bidder qualifies for the Alaskan bidder's preference, under AS 36.30.170(b), and, at the time the bid is submitted, employs a staff that is made up of 50 percent or more people with disabilities, as defined in AS 36.30.170(j), and submits a responsive and responsible bid that is no more than 10 percent higher than the lowest responsive and responsible bid, the procurement officer will make the award to that bidder, in accordance with AS 36.30.170(f).
8. **PREFERENCE QUALIFICATION LETTER:** Regarding preference 5, 6, and 7, above, the Division of Vocational Rehabilitation in the Department of Education maintains the list of Alaskan; (1) employment programs that qualify for preference, (2) individuals who qualify for preference as Alaskan's with disabilities, and (3) employer's who qualify for preference as employer's of people with disabilities.

As evidence of an individual's or a business' right to certain preference, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences 5, 6, or 7, above, an individual or business must be on the appropriate Division of Vocational Rehabilitation list, at the time the bid is opened, and must provide the procurement officer a copy of their certification letter. Bidder's must attach a copy of their certification letter to their bid. The bidder's failure to provide the certification letter mentioned above, with their bid, will cause the state to disallow the preference.

OFFERORS WITH DISABILITIES

1. **NOTICES:** The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this procurement should contact the Procurement Officer named on the first page of this ITB no later than ten (10) days prior to the scheduled bid opening date to make any necessary arrangements.
2. **PROCUREMENT DOCUMENT SPECIAL ASSISTANCE PROVISIONS:** The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a quote/proposal/bid should contact the Procurement Officer named on the first page of this ITB no later than ten (10) days prior to the scheduled bid opening date to make any necessary arrangements.
3. **CERTIFICATION OF COMPLIANCE WITH ADA WHEN PROVIDING SERVICES ON BEHALF OF THE STATE:** By signature of their bid/proposal the bidder/proposer certifies that they comply with the American's with Disabilities Act of 1990 and the regulations issued thereunder by the federal government.

Services or activities furnished to the general public on behalf of the State must be fully accessible. This is intended to ensure that agencies are in accordance with 28 CFR Part 35 § 35.130 and that services, programs or activities furnished to the public through a contract do not subject qualified individuals with a disability to discrimination based on the disability.
4. **PROCUREMENT DOCUMENT CERTIFICATION OF COMPLIANCE WITH ADA:** By signature of this quote/proposal/bid the offeror certifies that programs, services and activities provided to the general public on behalf of the State under a contract resulting from this solicitation comply with the Americans with Disabilities Act of 1990, 28 CFR, Part 35, Subpart B 35.130.
5. **MEETINGS:** The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in any meeting connected with this ITB should contact the Procurement Officer named on the first page of this ITB no later than ten (10) days prior to the scheduled bid opening date to make any necessary arrangements.

NOTICE OF INTENT: After the responses to this ITB have been opened and evaluated a tabulation of the bids shall be prepared. This tabulation, called a Notice of Intent, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also serves as notice of the state's intent to award a Contract(s) to the bidder(s) indicated. A Copy of the Notice of Intent shall be mailed to each Company or person who responded to the ITB. Bidders, identified as the apparent low responsive bidders, are instructed not to proceed until a Purchase Order, contract Award, Lease, or other form of notice is given by the Procurement Officer. A Company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or other form of notice from the Procurement Officer does so without a Contract and at their own risk.

PAYMENT FOR STATE PURCHASES: Payment for agreements under \$500,000, for the undisputed purchase of goods or services provided to a state agency, shall be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest shall not be paid if there is a dispute or if there is an agreement which establishes a lower interest rate or precludes the charging of interest.

COMPLIANCE: The bidder must comply with all applicable national, federal, state, local and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; pay all applicable federal, state, local and borough taxes.

LICENSES: The Contractor must check with local city government managers, local city police offices and local state police offices to ensure that any additional local licenses are obtained, should they be required.

HOLD HARMLESS: The Contractor shall indemnify, save harmless and defend the state, its officers, agents and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the Contractor, subcontractor or anyone directly or indirectly employed by them in the performance of this Contract.

All actions or claims, including costs and expenses resulting from injuries or damages sustained by any person or property arising directly or indirectly from the Contractor's performance of this Contract which are caused by the joint negligence of the state and the Contractor, shall be apportioned on a comparative fault basis. Any such joint negligence on the part of the state must be a direct result of active involvement by the state.

INSURANCE: Without limiting Contractor's indemnification, it is agreed that the Contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the Contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the procurement officer. These certificates must provide 30 day prior notice to the state in the event of cancellation, nonrenewal or a material change in the policy.

Proof of insurance is required for the following:

- A. Worker's Compensation Insurance; The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this Contract, Worker's Compensation Insurance as required by AS 23.30.045. The Contractor shall be responsible for Worker's Compensation Insurance for any Subcontractor who directly or indirectly provides services under this Contract. This coverage must include statutory coverage for states in which employees are engaging in work and employer's liability protection not less than \$100,000 per person, \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e. U.S.L. & H. and Jones Acts) must also be included.
- B. Comprehensive (Commercial) General Liability Insurance; with coverage limits not less than \$300,000 combined in single limit per occurrence and annual aggregates where generally applicable and shall include premises operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- C. Comprehensive Automobile Liability Insurance; covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000 per person, \$300,000 per occurrence bodily injury and \$50,000 property damage.

Failure to supply satisfactory proof of insurance within the time required shall cause the state to declare the bidder non-responsible and to reject the bid.

BID GUARANTEE: Bids must be accompanied by a bid guarantee in the form of a Certified or Cashier's check in the amount of 5% of the bid amount or \$5,000, whichever is less, made payable to the State of Alaska. The bid guarantee of each successful bidder shall be retained until that bidder has furnished a satisfactory Performance Bond or Individual Surety. If the successful bidder fails to deliver the required Performance Bond or Individual Surety within the time required, the bid guarantee shall be forfeited to the State of Alaska. The bid guarantee of each unsuccessful bidder shall be returned as soon as practical after award has been made.

Bidders must submit their bid guarantee with their bid in order to be considered responsive.

PERFORMANCE BOND: Any posted performance bond shall insure performance over the entire term of the Contract. In the event it becomes necessary for the state to cancel the contract issued as a result of this ITB due to non-compliance during the terms of the contract, regardless of the circumstances or time remaining on the contract, the bonding company shall well and truly perform and complete all obligations and work under said contract in accordance with the terms of the performance bond. A performance bond is to be in the amount of 10% of the bid amount or \$10,000, whichever is greater.

INDIVIDUAL SURETY: In lieu of a performance bond, a successful bidder may post an individual surety to ensure performance over the entire term of the Contract. In the event it becomes necessary for the state to cancel the contract due to non-compliance during the term of the Contract, regardless of the circumstances or time remaining on the contract, the individual surety shall be declared as liquidated damages and become due and payable to the state. By signature on this ITB, the bidder acknowledges this condition and voluntarily relinquishes any and all claims to the entire individual surety. The individual surety may be in any of the following forms:

A. CERTIFIED OR CASHIER'S CHECK: A certified or cashier's check, made payable to the State of Alaska

-OR-

B. SPECIAL NOTICE ACCOUNT OR CERTIFICATE OF DEPOSIT: A special notice account book or

-OR-

C. IRREVOCABLE LETTER OF CREDIT. An Irrevocable Letter of Credit in the amount of 10% of the bid

Failure to supply this document within the time required shall cause the state to declare the bidder non-responsible and reject the bid.

CONTRACT INTENT: This ITB is intended to result in the establishment of a Contract for Security services for the Department of Transportation Public Facilities at the Fairbanks Regional Office Building in Fairbanks.

CONTRACT PERIOD: From date of award, through 12/31/98, with the option to renew for two additional one year periods. The terms and conditions of the contract renewal shall be the same as those in the original contract. Contract renewals shall be exercised solely by the state. The contract shall start after evaluation of the training and licensing requirements by the Department Contract Administrator (DCA), and evaluation and final award by the Procurement Officer.

CONTRACTOR'S WAGE RATES: To reduce personnel turnover and help insure a high quality work force, the minimum wage for guards used to fulfill the requirements of the contract shall be established at a minimum of \$9.50 per hour.

PRICES: The prices shown on the BID SCHEDULE shall include the costs for all guards and all associated contract performance costs. No other charges shall be accepted.

CONTRACT PRICE ADJUSTMENT: The Contract prices may be adjusted as set out herein.

Contract prices for service shall remain firm through 12/31/97. Contractors must request price adjustments, in

writing, 30 days prior to the renewal date. Price adjustments shall be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI) for Urban Wage Earners and Clerical Workers, All Items, Anchorage Area.

The price adjustment rate shall be determined by comparing the CPI issued for the six month period, January through June 1996, to the CPI issued for the six month period, January through June 1997. The percentage change between those two CPI issues shall be the maximum price adjustment permitted.

Subsequent contract price adjustments shall be accomplished using the same formula, but with the comparison period changed to January through June 1996, versus January through June 1998, etc.

ROUTINE INVOICES: The Contractor shall submit monthly itemized invoices directly to the Department of Transportation & Public Facilities, Building Maintenance, 2301 Peger Road, Fairbanks, Alaska 99701.

DEPARTMENT CONTRACT ADMINISTRATOR: The person named below, or their designee, shall be the Departmental Contract Administrator (DCA) or designee for the state.

<u>NAME</u>	<u>PHONE NUMBER</u>	<u>LOCATION</u>
James Little	907-451-2204	2301 Peger Road, Fairbanks, Alaska

The Contractor shall be advised in writing by the state if a different person is appointed as DCA. The DCA shall assist the Contractor in determining work schedules, assignments, unusual requirements, and specific needs in order to enable the Contractor to provide the quality and frequency of service the state expects. The Contractor shall perform all assignments received from the DCA.

SITE INSPECTION: Bidders are encouraged to visit the work site so that they can see the conditions under which the work shall be performed. Failure to visit the work site shall in no way relieve the bidder of the responsibility of performing the work in strict compliance with the true intent and meaning of the terms, conditions and specifications of this ITB. The site may be inspected by contacting Wade Romans, phone 907-451-2906. Site inspections must be arranged 24 hours in advance. The contact person is only empowered to allow bidders to view the work site.

Any questions the bidders have must be directed to the PROCUREMENT OFFICER named on the front page of this ITB. The contact person cannot and shall not answer bidders questions regarding the work to be performed under this ITB or the terms, conditions and specifications of this ITB.

The Contractor shall be required to contact the DCA at least two (2) weeks prior to the Contract start date to ensure that they fully understand their duties. The Contractor shall be contacted by the PROCUREMENT OFFICER or the DCA when the Notice of Intent to Award is issued. The Contractor shall be responsible for providing any and all paperwork that the DCA requires. The DCA shall escort the Contractor through the daily Contract duties in the buildings and areas. An SDC shall be issued if the Contractor fails to contact the DCA within the required two week period.

The above requirement is for discussing and compiling the cooperatively produced "FROB Security Guard Duties and Emergencies Handbook," which shall require comprehensive discussion and outline. All material becomes the property of the State of Alaska. Each guard shall be required to have a complete understanding of this handbook before being stationed on the site.

GENERAL STATEMENT OF SERVICES: The state requires the services of uniformed, unarmed security officers, who shall continually walk through the public areas in and around the Fairbanks Regional Office Building (F.R.O.B.) at 675 Seventh Avenue and associated state parking facilities at Seventh and Barnett, to keep peace and order and protect employees and their property as well as state property. Parking rules enforcement shall be included in these services.

ADDITIONAL SERVICES: Additional services may be requested by the agency on a hourly basis when and if needed. If additional services are required, the price shall be at the hourly rate indicated in item number 2 under BID SCHEDULE, and invoiced directly to the agency requesting the service. For evaluation purposes, the agency estimates that there may be 100 hours of additional service required for the year. The agency guarantees no minimum nor maximum, however. The Contractor must begin providing this service on an hourly basis with 24 hours notice.

DETENTION AND ARREST: Security guards providing services under this contract shall not detain or arrest anyone. If an incident occurs that causes a security guard to think someone should be arrested, the security guard shall call the local police.

DRUG TESTING / ALCOHOL PROGRAM: To be considered responsive, bidders must have an employee drug testing program in effect, a copy of which may be requested prior to the award of a Contract. Because of the nature of this work, a positive drug/alcohol test shall be cause for the employee's immediate dismissal. The State reserves the right to request random drug/alcohol tests on any of the Contractor's employees.

SECURITY GUARD SERVICE AGENCY LICENSE AND DUTIES: The items set out below are a partial listing of the responsibilities of the Contractor. Additional Contractor responsibilities are located elsewhere in this ITB. All costs associated with the security guards and the performance of this Contract are the responsibility of the Contractor and not the state.

The Contractor's agency must be licensed per the requirements set out in the Alaska Administrative Code, Chapter 60.

It is the sole responsibility of the Contractor to ensure that all persons employed to perform any of the duties of the Contract are licensed and trained as set out in the Alaska Administrative Code, Chapter 60 and in this ITB.

Some of the security guard training and experience requirements in this ITB may exceed the requirements set out in the Alaska Administrative Code, Chapter 60. It is the sole responsibility of the Contractor to ensure that all persons employed to perform any of the duties of the Contract meet all the licensing requirements of DPS and meet any additional training and experience requirements.

It is the sole responsibility of the Contractor to ensure that all contractual duties are carried out, to ensure that all security guards are on site at all of the required times, and that security guards diligently carry out all of the performance requirements of the Contract.

It is the sole responsibility of the Contractor to provide the information to the DCA necessary to allow the DCA to review and approve training, pre-training, applications, resumes, and licenses. The DCA is charged with the responsibility to review and approve these documents prior to a Contract being awarded, or temporary and permanent security guards being employed under the Contract.

It is the sole responsibility of the Contractor to ensure that all security guard training is provided by an instructor with at least five years experience as a security guard service supervisor or a police supervisor.

GENERAL AND TEMPORARY LICENSE REQUIREMENTS:

A. GENERAL REQUIREMENTS FOR TEMPORARY AND PERMANENT LICENSES

1. Security guards must be licensed in accordance with 13 AAC 60.050.
2. Each applicant must complete an application form and submit it to the Department of Public Safety. That application must address the following subjects:
 - (a) In order to be eligible to receive a license and perform under this Contract, each applicant must be:
 - (1) a United States citizen or resident alien with a work permit;
 - (2) a resident of the State of Alaska for at least 30 days before application;
 - (3) at least 19 years of age;
 - (4) neither addicted to nor dependent on alcohol, narcotics, or other drugs;
 - (5) not convicted of any felony, any crime involving moral turpitude, or any crime preventing ownership or possession of a firearm, within 10 years of application, unless a full pardon has been granted; and

- (6) not suffering from any psychopathic condition or mental illness impairing the powers of memory, reason, judgment, or perception.
- (b) In addition, each applicant must furnish the following information to the Department of Public Safety:
 - (1) Applicants must furnish information certifying that they meet the insurance requirements specified in the Alaska Administrative Code, Chapter 60.
 - (2) Applicants must furnish proof to DPS, and to the DCA if requested, that they have received at least 8 hours of general pre-assignment training relating to their duties and responsibilities as a security guard before they are issued a temporary security guard license or before they submit a security guard license application to the department. It is the sole responsibility of the Contractor to ensure that this training is provided and completed, and that certification is submitted with each security guard license application.
- 3. Applicants must undergo and pass a background check and a fingerprint check by Alaska State Troopers.
- 4. Applicants must have a valid Alaska driver's license.
- 5. Applicants must have earned a high-school diploma or its equivalent.
- 6. Applicants must present a neat appearance, paying particular attention to personal hygiene, bearing, uniform and equipment.
- 7. Applicants must pass a physical examination as stated in Alaska Police Standards Council Regulations.
- 8. Applicants must submit a security guard application to DPS, on a form provided by DPS, and provide all of the information required by the Alaska Administrative Code, Chapter 60.

B. TEMPORARY SECURITY GUARD LICENSE

- 1. Security guards may be employed by a licensed Contractor on a temporary basis, however, the total of all temporary security guards used under the Contract may not exceed a period of 60 eight hour days in a single year. This allowance does not preclude the 2-year prior experience requirement to perform under this Contract. The DCA must be notified, in writing, when a temporary security guard has been utilized to perform under the Contract. This may be accomplished by furnishing a shift schedule showing the temporary guard's work hours, or providing written notice within 72 hours of actual hours worked.
- 2. The DCA has approved the use of temporary security guards, provided the requirements for obtaining a temporary guard license have been met; to include:
 - (a) the security guard service Contractor has made reasonable and prudent inquiries to determine that the applicant is qualified to be licensed;
 - (b) the completed application and the application fee have been submitted to DPS; and
 - (c) the applicant's temporary status has been noted on the application form by the Contractor.

3. A temporary license may be obtained, in accordance with the Alaska Administrative Code, Chapter 60, for a period of 30 days. In the event the governmental agency processing the permanent license application has not acted on it within 30 days, the temporary license may be reissued by the Department of Public Safety (DPS).
4. If a temporary license is issued or reissued, the following process must be followed. The Contractor must submit a written request to DPS and copy the DCA. That request must name the temporary licensee and set out the reason for the requested issue or reissue.
 - (1) In the event additional reissues are required the same process must be followed.
 - (2) The completed application and the application fee should be submitted by the Contractor to Department of Public Safety.

TRAINING REQUIREMENTS, ANNUAL REFRESHER TRAINING:

A. TRAINING REQUIREMENTS:

1. It is the sole responsibility of the Contractor to ensure that all security guard training is provided by an instructor with at least five years experience as a security guard service supervisor or a police supervisor.
2. Within 180 days from the date of an individual's first day of employment as a security guard (whether on a temporary or permanent license or combination) they must satisfactorily complete a minimum combined total of 40 hours classroom training in the following subjects:
 - (a) duties and responsibilities to the employer and client;
 - (b) fire prevention;
 - (c) first aid;
 - (d) patrol techniques;
 - (e) emergency responses;
 - (f) life endangering situations;
 - (g) techniques for handling inappropriate behavior;
 - (h) radio and pager training.
3. It is the sole responsibility of the Contractor to arrange for this training to be provided and to ensure that each security guard completes all required training. The Contractor must submit a certification of completion for each security guard to the DCA within 10 days of the date this training is completed.
4. Failure to attend and pass these training courses shall be grounds for revocation of a security guard's license and/or removal of that individual from performing under the Contract.

B. ANNUAL REFRESHER TRAINING

1. All security guards must complete an annual refresher course of at least 8 hours on the topics set out in the Alaska Administrative Code, Chapter 60.
2. It is the sole responsibility of the Contractor to ensure that all security guard training is provided by an instructor with at least five years experience as a security guard service supervisor or a police supervisor.
3. It is the sole responsibility of the Contractor to ensure that this training is provided and that each security guard completes it. The Contractor must submit a certification of completion for each security guard to the DCA within 10 days of the date this training is

completed.

4. Failure to attend and pass an annual refresher course shall be grounds for revocation of a security guard's license and/or removal of that individual from performing the state's Contract by DPS or the DCA. Security guard license renewal applications must contain a certificate stating that this training has been successfully completed.
5. The Contractor shall provide records of all personnel annual refresher training to the DCA by fax. This information must be forwarded to the DCA within 30 days of the completion of training. Failure to provide these records shall be cause for an SDC.

UNIFORM AND EQUIPMENT REQUIREMENTS:

- A. The designation - SECURITY - must be clearly visible on all uniforms at all times. Uniforms must be complete, neat, clean, and professional. Inappropriate attire is not allowed and shall result in an SDC. The designation - SECURITY - may be displayed on a cloth or metal badge, shoulder patch, or name tag.
- B. The Contractor's name must be clearly visible at all times.
- C. All patrol vehicles must be clearly marked with the Contractor's name and the designation - SECURITY.
- D. A Contractor may issue its own Company identification card to its employees. The Company

EVALUATION OF SECURITY GUARD TRAINING AND LICENSING:

- A. Prior to employment as temporary or permanent security guards under this Contract, applicants and present employees of the Contractor shall be required to submit:
 1. a resume of their security guard service and training;
 2. any certificates and licensing (temporary or permanent) and, if temporary;
 3. a copy of the form sent to DPS for application for permanent licensing.
- B. The Contractor shall screen the resumes for proper training and licensing and forward copies of the
- C. Applicant's resumes, applications, certificates, training for temporary employees and permanent supply this information within 5 days of a written or oral request. This information must be information shall be submitted in packet form to the DCA.
- D. The Contractor shall be advised in writing by the DCA if an applicant is considered by the State to be
- E. The DCA shall request the PROCUREMENT OFFICER to issue a Notice To Proceed when the Contractor has been properly evaluated by DPS and the DCA.

SERVICES AND EQUIPMENT TO BE PROVIDED BY THE CONTRACTOR: The Contractor must;

- A. Insure that all security officers employed to perform under the Contract meet the training, and associated State Parking Facilities.
- B. Provide general daily supervision and scheduling of security officers and general daily administration and management of the Contract;
- C. Provide completely outfitted security guard uniforms that are neat in appearance, working radios and other communication equipment, minimum 12" metal cased flashlights in holsters, automobiles, and any other

equipment required to perform the Contract. Provide an adequate stock of batteries, located on site, for all types of equipment required under the Contract.

- D. Answer questions, assist, and otherwise help the public.
- E. Insure that all security guards employed to are courteous and helpful to the public and to state personnel;
- F. Insure that all security guards carry a working beeper/pager, to be provided by the Contractor, for instant response at all times. The beepers/pagers must be of the type that immediately identifies the return caller's phone number, using digital read out (not voice). The paging number, to be provided to the State, must be good for the life of the Contract, as it shall be programmed into individual users' phones and could cause security response problems in the event the number is changed. The Contractor shall provide the State proof of a multi-year Contract with a paging company. All security guards are to maintain a list of building phone numbers and area numbers, and respond to each call by telephone or in person (if by the area number). Security personnel must also have a working two0way radio for communication with their supervisor or their company office in the event of an emergency.
- G. Provide required personnel to patrol the Fairbanks Regional Office Building and associated state parking facilities during the hours listed. Occasionally there shall be a need to patrol the building at times other than those listed. The agency estimates that there may be approximately 100 hours of additional patrol required. The state guarantees no minimum or maximum, however. The Contractor is obligated to provide this additional service on 24 hours written or verbal notice from the state. In the event of an urgent condition at the building, the response must be within thirty (30) minutes from the time of contact with central dispatch.
- H. Insure that all guards have read and understand all policies and procedures pertaining to the buildings and their operations prior to providing service. All information shall be kept in a FROB Security Guard Duties and Emergencies Handbook maintained by the Contractor and kept at the guard station. The Handbook shall be read and signed by each guard on first assignment to the position, and monthly thereafter.
- I. Insure that guards raise and lower flags on weekdays in all weather and temperatures, unless requested otherwise. Proper flag etiquette and respect shall be observed.
- J. Provide one copy of daily security reports and all incident reports to the DCA within 24 hours of the time the report is written. An accurate file must be maintained by security personnel on premises.
- K. Agree that guards may be directed by the F.R.O.B. or Parking Structure (P.S.) Maintenance Foreman, the Building Emergency Coordinator, the Parking Area Coordinator, and/or the DCA.
- L. Provide a Contractor's representative to attend periodic building meetings. The meeting dates shall be provided by the F.R.O.B. foreman. One week notice shall be provided.
- M. Provide a 24-hour contact phone number for the Contractor's central dispatcher. This number shall also be supplied to DOT/PF to be programmed into the FROB's elevator emergency response button (a one-way call out, two-way speaker phone communication device, intended for people trapped on the elevator).
 - (1) The Central dispatcher should be familiar with this Contract, and be aware of the fact that the dispatch phone number is programmed into the FROB elevator.
 - (2) This 24 hour number may be used by DOT/PF personnel in the event that it is necessary to summon an after-hours response, such as altering the Drive-Through, or to request an immediate investigation of reported suspicious activity at the building. There shall be grounds for an SDC in the event that the on-duty dispatcher fails to initiate an appropriate response.
- N. Provide the Contractor's fax number to be used by the State and the Contractor for sending and receiving data.

This fax number shall be utilized for correspondence pertaining to the SDC process. A malfunctioning fax machine shall in no way alleviate the Contractor from the response times outlined in the SDC process.

- O. Insure that security guards are constantly present at these buildings to perform the duties set out herein. Lunch breaks, breaks, and other absences must be arranged in a manner that facilitates such presence.
- P. In the event that permanent employees are rotated from this Contract to another, or are replaced by temporary guards in the performance of the Contract, the DCA must be notified. If the rotation of permanent employees with temporary employees continues, the DCA may request an explanation why permanent employees with permanent licenses are not performing the majority of the Contract.
- Q. In addition to the eight (8) hours of pre-training required by statute, the Contractor must provide at least 6 hours of on the job pre-training for new guards to ensure adequate understanding of their new duties before they are allowed to begin service. This is to be coordinated with the DCA with enough lead time to ensure proper training using an adequate work schedule.
- R. Insure that personal visits are not allowed and personal phone calls are limited.

GENERAL DUTIES OF SECURITY GUARDS:

- A. Enforce parking regulations in state owned or leased parking garages and lots.
- B. Maintain a serious demeanor and display a courteous and concerned attitude for the public and state personnel.
- C. Answer questions, assist, and otherwise help the public.
- D. Resolve minor disputes and disturbances.
- E. Curtail, through minimal intervention or by contacting the Fairbanks Police Department, improper or inappropriate behavior.
- F. Protect state personnel, property, materials and equipment from unauthorized access, loss, theft, and vandalism.
- G. When necessary, cite parking violators as set out in this Contract.
- H. Carry and use working communication equipment and working beeper.

DAILY SCHEDULE:

6:30 AM	-	9:30 AM	-	Patrol parking area (see morning unlock schedule for other specific duties)
9:30 AM	-	10:30 AM	-	Be present at the central lobby for a command presence.
11:30 AM	-	1:30 PM	-	Patrol F.R.O.B. and parking areas.
1:30 PM	-	2:30 PM	-	Be present at the central lobby for a command presence.
6:30 AM	-	6:30 PM	-	Patrol F.R.O.B. and parking area. (See evening lockup schedule per other specific duties)

Working hours for patrolling parking areas are from 6:30 AM to 6:30 PM, Monday through Friday.

Morning Unlock Schedule

6:30 AM	-	All P.S. stairwell entrances/exits (exclude center stairwell for city access).
	-	Turn on corridor and stairwell lights in building.
6:45 AM	-	F.R.O.B. - lower garage stairwells and elevator access.
7:00 AM	-	Flag raising.
7:30 AM	-	F.R.O.B. - open all public entrance doors, including rear loading dock.

During unlocking, security guards must observe and report anything suspicious or out of

Evening Lock-Up Schedule

- 4:30-4:45 PM - Flags taken down.
- 5:00 PM - F.R.O.B. lock all public entrances and ask any loitering public to please
- 5:30 PM - F.R.O.B. rear loading dock doors.
- 5:45 PM - Lower garage entrances.
- 6:00 PM - P.S. lock up.
- 6:15 PM - F.R.O.B. all department doors should be checked and locked at this time, and Friday evenings during the summer months.
- 6:30 PM - Quitting Time.

After lock-up, check to confirm the building is clear of all visitors and building is secure.

PARKING ENFORCEMENT: The Contractor shall work with the appointed parking area coordinator (PAC) and/or the DCA to enforce parking rules. This includes but is not limited to patrolling parking areas and, when requested, installing boots or immobilization devices or arranging to have vehicles towed by a company licensed and permitted in the City of Fairbanks. The Contractor must obtain all necessary permits. All parking policies and procedures are plainly stated and displayed in parking areas. Questions regarding citations, amounts of citations, or cancellations of citations must be directed to the DCA.

REGIONAL OFFICE BUILDING LOWER LEVEL PARKING ENFORCEMENT: Security personnel shall issue warning tickets and have vehicles towed or immobilized when requested by the DCA or PAC. Towing requests are to be signed for by the PAC or DCA or other authorized state official.

PARKING STRUCTURE ENFORCEMENT: Security personnel shall issue warning tickets or notices for improper parking. Arrangements shall be made for towing by the Parking Structure Maintenance Foreman (PSMF), the DCA, or other authorized State official. Towing requests must be signed for by the DCA, the PSMF, or other authorized State representative designated by the DCA. Security patrolling is necessary on all levels of the Parking Structure except the two exterior roof levels occupied by the City of Fairbanks.

EMERGENCY EVACUATION DUTIES: Security personnel shall work with the state appointed Building Emergency coordinator. Security personnel responsibilities include, but are not limited to:

- A. Immediately inform their supervisor and the other designated response people.
- B. Assist in evacuating state personnel and the public.
- C. Take necessary precautions to prevent entry into closed buildings or portions of buildings.

BOMB THREATS: In the case of a bomb threat, security personnel are to participate in visually scanning assigned areas for suspicious packages, boxes, and bags that might conceal an explosive device, report their concerns to the DCA, and the police. Under no circumstances are they to touch, or attempt to move or alter suspicious objects. Actual bomb investigation, defusing, removal or detonation shall be handled by the designated explosive team.

DRIVE THROUGH PATROL: Drive through patrol shall be requested by the agency on a monthly basis when and if needed. If additional drive through patrol services are required, then the cost shall be at the monthly cost indicated in Item No. 3 under BID SCHEDULE and invoiced directly to the agency requesting the service at the end of that month. The agency estimates that there may be 8 months of drive through patrol service required for the year. The agency guarantees no minimum nor maximum, however. The Contractor must be able to begin providing this service on a monthly basis with 48 hours written or verbal notice.

- A. At the end of each month and before any billing for service, an accurate "Drive Through Log" shall be submitted to the DCA. Receipt via FAX by the 5th day following the end of each month is acceptable. The FAX number is 451-2907. This log shall contain the full name of the patrolling officer, time, and date, and shall be ultimately matched to the monthly time card.

- B. If requested, security personnel must perform a drive through patrol of parking areas once each night, Sunday through Thursday, and twice each night, Friday and Saturday. These patrols must occur 365 days a year – no holidays are allowed. The times of patrol must be randomly scheduled between 6:30pm and 6:30am so as to best deter vandalism and insure the security of persons working after hours. Security personnel must drive through all levels of the Parking Structure and the below grade parking at the Regional Office Building.
- C. Each time this service is performed, the patrolling guard is required to enter the 8th Avenue loading dock access of the FROB and use the provided time card and time clock located outside the maintenance office. These cards shall be used for verification of the service and to insure the random nature of patrol times.

SERVICE CONTRACT DEFICIENCIES: In the event the Contractor fails to provide a service as specified herein, it shall constitute grounds for issuance of a Service Deficiency Claim (SDC). The SDC process may be initiated via fax to the Contractor.

If the deficiency is not corrected within 3 hours after the first SDC is issued, the state may issue a second SDC and immediately procure the services necessary to correct the problem from another source. The Contractor shall then be obligated to reimburse the state for the cost to correct the problem.

If the Contractor is issued more than 2 SDC's in a 30 day period or a total of 3 SDC's in a 2 month period, it shall be grounds for the state to declare the Contractor in default.

COMPLAINT PROCEDURES: All complaints regarding security guard service shall be routed to the Departmental Contract Administrator (DCA), who shall investigate the report and record all complaints, with any comments.

- A. If a Contract violation occurs, reports must be sent/made as soon as practicable, in writing, to/by the DCA.
- B. The complaint shall clearly state the time, date, and location of the infraction. A brief, but specific, description of the incident and the names of all the people involved shall be provided. The DCA shall review the complaint, and determine the page and paragraph of the contract section violated.
- C. The DCA shall review the complaint and, if required, contact the Contractor, issue a Service Contract Deficiency (SDC), and try to resolve the problem. The DCA and the Contractor shall make every attempt to resolve the SDC. The DCA shall approve or disapprove the remedy. Disapproval of the remedy may result in another SDC being issued.
- D. In the event the SDC cannot be resolved at the local level, the DCA shall refer to the PROCUREMENT OFFICER for final determination.
- E. If any questions arise regarding this procedure during the term of the Contract, contact the PROCUREMENT OFFICER, at 465-4010, in Juneau.

REMOVAL OF CERTAIN SECURITY GUARDS: The state reserves the right to require removal of certain security guards if they act in a manner the state considers objectionable or inappropriate for their duties or if license requirements have not been met by the Contractor or if the guard is improperly licensed.

EQUIPMENT TO BE PROVIDED BY THE STATE:

- A. one telephone;
- B. a locking security desk in the main corridor of the Fairbanks Regional Office for use by the Contractor;
- C. all parking immobilization devices; and
- D. a list of all departmental contact persons and their contact numbers needed to perform the Contract.

All other parts, components, and machines required to perform this Contract are to be provided by the Contractor and

included in the total cost bid.

METHOD OF AWARD: Award shall be made to the lowest responsive and responsible bidder.

SECTION VI

BID SCHEDULE

Item No. 1: Monthly bid price for basic service:

(\$4196.40) x 12 months = (\$50356.80)
per month
This figure represents the total annual price.
This service shall be required by the state.

Item No. 2: Hourly bid price for additional services:

(\$16.14) x est. 100 hrs/year = (\$1614.00)
per hour
This figure represents the total annual price.
These services may be required by the state.
If required, the services shall be provided at the hourly prices shown.
The state guarantees no minimum nor maximum number of hours.

Item No. 3: Monthly bid price for drive through patrol:

(\$245.61) x est. 8 mo/year = (\$1964.88)
per month
This figure represents the total annual price.
These services may be required by the state.
If required, these services shall be provided at the monthly prices shown.
The state guarantees no minimum nor maximum number of months.

Evaluation:

Item No. 1 Total - (\$50356.80)
Plus
Item No. 2 Total - (\$1614.00)
Plus
Item No. 3 Total - (\$1964.88)
Equals

Total Bid Price For Evaluation Purposes \$53,935.68

ORDERING ADDRESS:

Pinkerton's, Inc.
Company

3515 B Industrial Ave
POB or Street Address

Fairbanks, AK 99701
City, State, Zip Code

LORY MACE / TERESA O'DONOVAN
Contact Person

[Signature]
Signature

907-452-2215
Phone Number

907-452-8825
Fax Number

907-452-2215
Contact Phone Number

SECTION II

DAILY PROCEDURES

GENERAL DUTIES OF SECURITY GUARDS:

- A. Maintain a serious demeanor and display a courteous and concerned attitude for the public and state personnel.
- B. Answer questions, assist, and otherwise help the public.
- C. Resolve minor disputes and disturbances.
- D. Curtail, through minimal intervention or by contacting the Fairbanks Police Department, improper or inappropriate behavior.
- E. Protect state personnel, property, materials and equipment from unauthorized access, loss, theft, and vandalism.
- F. When necessary, cite parking violators as set out in this Contract.
- G. Carry and use working communication, 12" metal case flashlight, two-way radio for communication with dispatch and working beeper.
- H. Enforce parking regulations in state owned or leased parking garages and lots.

DAILY SCHEDULE:

- 6:30 AM - 9:30 AM - Patrol parking area (see morning unlock schedule for other specific duties)
- 9:30 AM - 10:30 AM - Be present at the central lobby for a command presence.
- 11:30 AM - 1:30 PM - Patrol F.R.O.B. and parking areas.
- 1:30 PM - 2:30 PM - Be present at the central lobby for a command presence.
- 6:30 AM - 6:30 PM - Patrol F.R.O.B. and parking area. (See evening lockup schedule per other specific duties)

Working hours for patrolling parking areas are from 6:30 AM to 6:30 PM, Monday through Friday.

Morning Unlock Schedule

- 6:30 AM - All P.S. stairwell entrances/exits (exclude center stairwell for city access).
Turn on corridor and stairwell lights in building.
- 6:45 AM - F.R.O.B. - lower garage stairwells and elevator access.
- 7:00 AM - Flag raising.
- 7:30 AM - F.R.O.B. - open all public entrance doors, including rear loading dock.

- 7:45AM - Be present in the lower garage for command presence.
- 8:00AM - F.R.O.B. – Open Station D to public.

During unlocking, security guards must observe and report anything suspicious or out of the ordinary. All door locks must be checked before unlocking to insure that the building was secure. Notify Building Manager of any discrepancies.

Evening Lock-Up Schedule

- 4:30 - 4:45 PM- Be present in the lower garage.
- 4:45 – 5:00 PM- Be present in Station D (Resource Room).
- 5:00 PM - F.R.O.B. lock all public entrances and ask any loitering public to please leave the building. Doors shall not be locked before 5:00 PM and must be locked as soon as practical thereafter.
 - Flags taken down.
- 5:30 PM - F.R.O.B. rear loading dock doors.
- 5:45 PM - Lower garage entrances.
- 6:00 PM - P.S. lock up.
- 6:15 PM - F.R.O.B. all department doors should be checked and locked at this time, and all corridor, office and stairwell lights should be turned off. Contractor must ensure that all southerly exposed blinds are drawn on Friday evenings during the summer months.
- 6:30 PM - Quitting Time.

After lock-up, check to confirm the building is clear of all visitors and building is secure. Check appliances in each office to insure they are turned off (i.e., coffee pots, fans, heaters).

PARKING ENFORCEMENT: The Contractor shall work with the appointed parking area coordinator (PAC) and/or the DCA to enforce parking rules. This includes but is not limited to patrolling parking areas and, when requested, installing boots or immobilization devices or arranging to have vehicles towed by a company licensed and permitted in the City of Fairbanks. The Contractor must obtain all necessary permits. All parking policies and procedures are plainly stated and displayed in parking areas. Questions regarding citations, amounts of citations, or cancellations of citations must be directed to the DCA.

REGIONAL OFFICE BUILDING LOWER LEVEL PARKING ENFORCEMENT: Security personnel shall issue warning tickets and have vehicles towed or immobilized when requested by the DCA or PAC. Towing requests are to be signed for by the PAC or DCA or other authorized state official.

PARKING STRUCTURE ENFORCEMENT: Security personnel shall issue warning tickets or notices for improper parking. Arrangements shall be made for towing by the Parking Structure

Maintenance Foreman (PSMF), the DCA, or other authorized State official. Towing requests must be signed for by the DCA, the PSMF, or other authorized State representative designated by the DCA. Security patrolling is necessary on all levels of the Parking Structure except the two exterior roof levels occupied by the City of Fairbanks.

WARNINGS FOR PARKING AND SPEEDING: Security personnel shall issue warnings for speeding in writing and verbally to any and all personnel who exceed the 5 mph speed limit based on guidance from the PAC and DCA. Personnel receiving warnings will be informed verbally that an incident report (IR) is being logged as to the warning. One copy of the IR will go to the DCA, one to the Security Officer's file, and one to the contractor's office file. If the supervisor of the individual receiving the warning needs a copy of the IR he/she can request it from the DCA.

DRIVE THROUGH PATROL: Drive through patrol shall be requested by the agency on a monthly basis when and if needed. If additional drive through patrol services are required, then the cost shall be at the monthly cost indicated in Item No. 3 under BID SCHEDULE and invoiced directly to the agency requesting the service at the end of that month. The agency estimates that there may be 8 months of drive through patrol service required for the year. The agency guarantees no minimum nor maximum, however. The Contractor must be able to begin providing this service on a monthly basis with 48 hours written or verbal notice.

- A. At the end of each month and before any billing for service, an accurate "Drive Through Log" shall be submitted to the DCA. Receipt via FAX by the 5th day following the end of each month is acceptable. The FAX number is 451-2907. This log shall contain the full name of the patrolling officer, time, and date, and shall be ultimately matched to the monthly time card.
- B. If requested, security personnel must perform a drive through patrol of parking areas once each night, Sunday through Thursday, and twice each night, Friday and Saturday. These patrols must occur 365 days a year - no holidays are allowed. The times of patrol must be randomly scheduled between 6:30 PM and 6:30 AM so as to best deter vandalism and insure the security of persons working after hours. Security personnel must drive through all levels of the Parking Structure and the below grade parking at the Regional Office Building.
- C. Each time this service is performed, the patrolling guard is required to enter the 8th Avenue loading dock access of the FROB and use the provided time card and time clock located outside the maintenance office. These cards shall be used for verification of the service and to insure the random nature of patrol times.

SECTION III

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

FAIRBANKS REGIONAL OFFICE BUILDING

PURPOSE

To establish orderly, safe, and rapid emergency procedures for use in the event of fire, explosion, bomb threat, or other disaster.

PROCEDURE

The following are guidelines to be followed in all emergencies.

- 1) When an employee is aware that an emergency exists or is imminent (please refer to page 31 of this section), you must immediately notify the nearest manager or supervisor.
- 2) When an emergency occurs in an office, the manager or supervisor will investigate if it is reasonable to do so. An exception to this procedure would be a serious fire, explosion, or bomb threat. In that case, the managers or supervisors will be responsible for determining the course of action.
- 3) A return to work can only be issued by a Manager or Safety Committee Member (S.C.M.).
- 4) The managers and/or S.C.M. are responsible for assisting persons with a disability in their area, when an evacuation order is given. Assistance will be given until that person is at least 50 feet from the building.
- 5) All employees must follow the directions of the security contractor, police, fire, or other emergency personnel.
- 6) It is the responsibility of all personnel to familiarize themselves with the locations of fire hoses, fire extinguishers, alarm pull stations, evacuation routes, the name of their group leader and their area for assembly. Please see the Map of Fire Extinguisher and Fire Hose Locations.
- 7) Drill emergency meetings should be conducted annually and include all appropriate personnel. Building wide drills will be conducted periodically.

FIRE

Upon discovering a fire or explosion:

- 1) Immediately PULL FIRE ALARM.
- 2) Then dial 911 and supply the dispatcher with all requested information, do not hang up until directed to do so.
- 3) If in no imminent personal danger, use fire extinguisher equipment to try to control the fire. When in doubt, leave the building.
- 4) In the event of a fire alarm, do not wait to see if the alarm is a test. Evacuate the building quickly and calmly. SEE Evacuation Procedures on page 27.

BOMB THREAT

In case of a bomb threat:

- 1) Any person receiving a telephone threat should try to keep the caller on the line and if possible transfer the Area Manager. Remain calm, notify your supervisor and await instructions.
- 2) If you are unable to transfer the call, obtain as much relevant information as possible and notify the Area Manager by messenger. Try to question the caller so you can fill out the 'Bomb Threat Report Form'. After the caller hangs up, notify the Division Manager, then contact 911 and ask for instructions. Then contact Maintenance and the Governor's office.
- 3) The Division Manager will call the police (911) for instructions.
 - a. If the Division Manager is not available call 911 and wait for instructions.
 - b. Pull EMERGENCY EVACUATION ALARM. Follow evacuation procedures (See Page 27).
- 4) The person who received the bomb threat will report directly to the police station.
- 5) Safety Committee Members and Office Managers are responsible for scanning their office areas on their way out of the building for unusual packages or unfamiliar or unidentified items. Report any findings or 'all clear' to the Emergency Building Coordinator.

EVACUATION PROCEDURES

PURPOSE

To establish a procedure for the safe, orderly, and rapid evacuation of employees and the public.

1) Alarms:

- a. Fire Alarm – A steady continuous alarm signals a fire.
- b. Emergency Evacuation (Bomb) Alarm – Intermittent short beeps signal a bomb threat.

Do not wait to see if the alarm is a test. Evacuate the building if an alarm is sounded.

2) Procedures:

- a. Keep calm. Do not panic or panic others. Walk rapidly. Refer to the Evacuation Map.
 - i. Do Not Run.
 - ii. Do Not Use the Elevator.
 - iii. Do Not enter basement parking lot to retrieve vehicles.
 - iv. Do Not return to your desk/office to retrieve personal items.
 - v. Do Not lock doors.
- b. If possible, close all doors and windows for Fire Alarm, this will slow the spread of smoke and fire. If there is a Bomb Threat, leave doors and windows open. (Do Not lock doors).
- c. Before opening doors, feel the door and if it is hot, do not open it. Choose an alternate route. If you are in an area filled with smoke, take short breaths, breath through your nose, crawl along the floor where the air is cooler. If forced to make a dash through smoke or flame, hold your breath.
- d. Office Managers/Safety Committee Members are responsible to insure that all personnel have left their respective areas.
- e. Designated Safety Committee Members will evacuate the common areas assigned to them.
- f. Security personnel will evacuate the restrooms and entrance areas. They will then assist S.C.M.'s to cordon off all entrances to the building (including parking ramp entrance) and go to the East doors to assist in crowd control, assure a 50-foot safety zone, and prevent anyone from entering the building.
- g. Refer to table called Common Area for outdoor meeting areas.

SAFETY COMMITTEE MEMBERS RESPONSIBILITIES

MAINTENANCE

- 1) Assist manager in informing employees of emergency evacuation plan.
- 2) Be familiar with location of fire extinguishers and posted emergency information in your area and insure they are in effective condition.
- 3) On a daily and routine basis insure exit paths are not obstructed.
- 4) Insure that a trained stand-in is available.

EMERGENCY PROCEDURES

- 1) Assist manager to supervise evacuation of area.
- 2) Check public area for evacuation; and, if designated, cordon off entrance to FROB with yellow tape supplies by DOT&PF.
- 3) Find out cause of alarm.
- 4) In case of a bomb threat, scan designated office and public areas for possible bomb.
- 5) Report possible bomb or report 'all clear' to the Emergency Coordinator.
- 6) Stand ready to assist the Emergency Coordinator.
- 7) At the 'all clear' signal, inform Manager and employees that they may return to their office.

IN AN EMERGENCY

FIRE

- 1) Immediately on discovering a fire...PULL FIRE ALARM.
- 2) Then dial 911 and give the fire department the information they ask for. DO NOT hang up until they tell you to.
- 3) If in no imminent personal danger – use fire extinguisher equipment to help control the fire. When in doubt, leave the building.
- 4) Follow procedure to emergency evacuation.

BOMB THREAT

- 1) Phone call: remain calm, courteous, and listen. Do not interrupt the caller. Check Bomb Threat Report Form for questions to ask caller and information to note. See form in the appendix of this manual.
- 2) Notify your Supervisor or Manager.
- 3) Give the police OK, PULL EMERGENCY EVACUATION ALARM.
- 4) Follow procedure for emergency evacuation. Person who received call goes directly to the Police Station.

EVACUATION PROCEDURE

DO'S

1. Evacuate the building immediately when you hear the alarm
2. Walk rapidly – don't run.
3. Don't panic others!
4. Go to your assembly area and check in with the person responsible.

DON'T'S

1. Don't use the elevator
2. Don't go to the basement
3. Don't go back for your Personal belongings or vehicle

THIS OFFICE'S EMERGENCY FACILITATOR IS: _____
OUR EMERGENCY ASSEMBLY AREA IS: PARKING GARAGE – BARNETTE ST.

TO SUMMON SECURITY GUARD

- 1) Dial 2910 (Program Speed Call recommended).
- 2) When prompted, enter number to be displayed on pager.
For guard to respond in person, you should already know your Department area number code, a three-digit number. Ex.: '107'.

OR:

For guard to call you back, you should know your own personal desk phone number, a four-digit number. Ex.: '2548'.

- 3) Hang up when call ends.
- 4) Repeat process to ensure response.

If you need an emergency response, precede your area number with '88'. Ex.: '88-107'. (Guard approaches area a potentially dangerous situation).

If you need an emergency callback, precede your phone number with '88'. Ex.: '88-2548'. (Guard knows to call you back immediately and to ask you 'yes' or 'no' questions as not to alarm the person near you who is causing the disruption).

SUMMARY

Standard Response:	Area	2910 (pause) _ _ _
	Callback	2910 (pause) _ _ _ _
Emergency Response:	Area	2910 (pause) 88- _ _ _
	Callback	2910 (pause) 88- _ _ _ _

If used correctly, this paging system will be an extremely useful tool for all of us. It will supply the guard with the most amount of information with the least amount on your part. **THIS IS NOT COMPLICATED.** If the pager number is put into your speed dial, all you need to remember is your area or telephone number.

Phone plaques are being provided, and each new employee should attach one near or on their phone and write their building area number and phone number in the space provided for quick reference.

RAISING FLAGS

1. Do not lay one flag down while raising the other.
2. Always raise the American flag on the side away from the building.
3. Always raise American flag first and take it down last.

GENERAL DISPLAY

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hour a day if properly illuminated during the hours of darkness.

The flag should be hoisted briskly and lowered ceremoniously.

The flag should not be displayed on days when the weather is inclement, except when all-weather flag is displayed.

The flag should be displayed daily; on or near the main administration building of every public institution . . . In or near every polling place on election days . . . during school days in or near every schoolhouse.

No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea . . . For personnel of the Navy . . . When the church pennant may be flown above the flag.

No person shall display the flag of the United Nations or any other national or international flag equal, above, or in the position of superior prominence, or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: *Provided*, that nothing in this section shall make in lawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag's right.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk, the flag should be hoisted out, union first, from the building.

When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right,

that is, to the observer's left. When displayed in a window, the flag should be in the same way, with the union or blue field to the left of the observer in the street.

When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the North in an East and West street or to the East in a North and South street.

The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger in life or property.

The flag should never touch anything beneath it, such as the ground, the floor, water or merchandise.

The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

HALF STAFF

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flown at half-staff upon the death of principal figures of the United States Government and the Governor of a State, territory or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law.

In the event of the death of a present or former official of the government of any State, territory or possession of the United States, the Governor of that State, territory or possession may proclaim that the National flag may be flown at half-staff.

FLAG FOLDING

A half-staff press release will be supplied by building management/Governor's office on which flags and duration of the half-staff.

APPENDIX

FROB Management Emergency Numbers

- | | | | |
|----|--|-----------------------------|----------|
| 1. | Wade Romans..... | FROB | 451-2906 |
| | | Peger Road Radio Base | 451-2248 |
| | | Home (evenings) | 457-6552 |
| | Cellular | 322-FROB(3762) | |
| 2. | Dennis Moen..... | (Buildings Supervisor) Home | 488-4236 |
| | | Pager | 479-1675 |
| | (Enter nearest office phone number if in the building and wait 5 minutes.
Do not enter security pager number) | | |
| 3. | Larry Kraus..... | Courthouse | 452-9230 |
| | | Home (evenings) | 451-7484 |
| | | Cellular | 322-1217 |
| 4. | Vacant (DOT & PF Manager) | Home (evenings) | |

Courthouse Management Emergency Numbers

- | | | | |
|----|---|-----------------------------|----------|
| 1. | Larry Kraus..... | Courthouse | 452-9230 |
| | | Peger Road Radio Base | 451-2248 |
| | | Home (evenings) | 451-7484 |
| | | Cellular | 322-1217 |
| 2. | Dennis Moen..... | (Buildings Supervisor) Home | 488-4236 |
| | | Pager | 479-1675 |
| | (Enter nearest office phone number if in the building and wait 5 minutes.
Do not enter security pager number.) | | |
| 3. | Wade Romans..... | FROB | 451-2906 |
| | | Home (evenings) | 457-6552 |
| | Cellular | 322-FROB (3762) | |
| 4. | Vacant (DOT &PF Manager) | Home (evenings) | |

OSEA Emergency Numbers

Emergency 911

Poison Control 456-7182
(insert map): courtesy unlocks, morning)

(insert map: security door plan)

(insert map: departmental parking allocation)

Notes:

